

16 MAR 1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff

SUBJECT: Procedure for Handling PER's

1. Substantially the following steps are taken by the Office of Personnel in the handling of PER's:

a. The PI clerk extracts from his records the names of individuals for whom a PER is due and prepares the cover sheets for transmittal to the operating office.

b. When the completed PER's are received in the Office of Personnel, they are routed first to the PI clerk who indicates on the PI that the PER has been completed.

c. If a completed PER has not been returned within the established deadline the PI clerk prepares a delinquent notice to the Administrative Officer of the office concerned.

d. After the PI has been noted, the completed PER's are transmitted to the Control Branch, PUD. The Control Branch refers the PER's to the Placement Officers servicing the office.

e. The Placement Officer reviews the PER and if problems are noted discusses them with the individual or his supervisor in an effort to remedy any unsatisfactory situation. If the PER reflects totally unsatisfactory service, the Placement Officer notifies the PI clerk to withhold any PPI until receipt of a satisfactory PER.

f. After the Placement Officer has reviewed the PER, it is returned to the Control Branch where it is coded. After coding the PER is filed in the official file of the individual.

2. The DAD/P has been informed of the above and he points out that there is no one point within the Office of Personnel from which a determination can be made that the PER program is being operated properly or improperly. He questions whether we should have such a point. Will you please have someone do some research on this and determine whether the procedure we are following could be improved and if so what would be involved.

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, PRDS	<i>[Signature]</i>	22 Mar
2	218 Curie		
3	<i>Ac/Plans</i>		
4			
5			
FROM		INITIALS	DATE
1	ExO/OP	<i>[Signature]</i>	12 MAR 1954
2			
3			

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|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks:

Hts 2 Please set up a project with Nancy